CA-PMM

Project Name: ASAP

OCIO Project #: 4440-49

Department: Department of Mental Health

Revision Date: 1/4/10

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
N/A			

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Counties scheduled to move to Phase II in Wave 1 on 11/30/09 opted to join Wave 2. Wave 2 delayed start date from 12/31/09 until 1/4/10 due to Holidays.	DMH needs to insure that Help Desk staff are available for increased number of counties needing post implementation assistance.	DMH to work with counties to ensure 1/4/10 Go Live implementation.

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3. Was work done that was not planned?	No		
4. Were there any changes to scope?	No		
5. Were tasks added that were not originally estimated?	No		
6. Were any tasks or milestones removed?	No		
7. Were any scheduled tasks not started?	No		
8. Are there any new major issues?	Yes	During testing, a system limitation was identified involving user's inability to correct mis-entered information.	Cannot correct misinformation keyed by human error.	Functionality must be provided (or an agreed on solution and date for implementation) prior to "Go/No Go" decision date or Phase II implementation will be delayed.
9. Are there any staffing problems?	No		

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	The SD/MC Phase II Go Live for Waves 1 and 2 were combined so a larger volume of assistance is anticipated to be requested by counties after implemtnation to production.	DMH Help Desk resources will be required to ensure timely post production assistance.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Phase II Wave 2 implementation date should be moved from 12/31/09 to 1/04/10.	DMH Staff project team to ensure smooth implementation.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		

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6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	Loss of key staff and increased county participation will require increased work load for remaining support staff.	Need to recruit or redirect and train staff to ensure adequate coverage for support needs.

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Current Status and Accomplishments:
*Describe deliverables completed and milestones met during **this reporting period.***

SD/MC Phase I Interface in Maintenance and Operations Mode.
End-to-End Testing completed.
County Wave 1 and 2 testing completed.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Training and Knowledge Transfer Plan	*12/09/09	9/30/09	In process.	Deliverable needed to be updated to reflect changes to design.	
Implementation Plan	*12/09/09	9/30/09	In process.	Deliverable needed to be updated to reflect changes to design.	
Go Live Phase II Partial, Wave 1 and 2	12/1/09	1/4/10	In process.	Combined Wave 1 and 2	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	X			
Deliverables	X			

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Resources	X			
OneTime Cost	N/A			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Training and Knowledge Transfer Plan	*12/09/09	9/30/09	In process.	Deliverable needed to be updated to reflect changes to design.	
Implementation Plan	*12/09/09	9/30/09	In process.	Deliverable needed to be updated to reflect changes	
Go Live Phase II Partial, Wave 1 and 2	12/1/09	1/4/10	In process.	Combined Wave 1 and 2	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	X			
Deliverables	X			
Resources	X			

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One Time Cost	N/A			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	1
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate engagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2**
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	**1**
	Moderately Effective	1	
	Ineffective	2	
		Total	**6**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

The vendor has experience in customizing and implementing their accounting COTS in other public entities in other states.